

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: ATM Withdrawal Application

Dear [Bank Manager's Name],

I, [Your Name], am writing to request an ATM withdrawal from my account with [Bank Name], account number [Account Number].

Details of the withdrawal are as follows:

- Amount: [Withdrawal Amount]
- Date of Withdrawal: [Preferred Date]
- Reason for Withdrawal: [Brief Explanation]

I kindly ask for your assistance in processing this request at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]